Process	*Creating a Detail Ledger Group*
Process Number	*GL – 047*

Description of Process

Add a new detail ledger group. Adding a Detail Ledger Group involves identifying the group attributes, assigning which ledgers will reside in the group and supplying specific processing information related to currency. They are created only when a new business unit is established or a new ledger group is required for reporting purposes. Each ledger within the group shares a common physical structure while retaining certain unique characteristics, such as the ability to define its own base currency. Depending on whether or not the Keep Ledgers in Sync option is checked, you can post a single transaction to all ledgers within a ledger group. The State of Georgia has elected *not* to use this option in order to allow users to determine whether or not entries should go to all ledgers in the Actuals group or only to one ledger. All transactions to the ACTUALS ledger group will be generated to all ledgers in the group using the Auto Gen checkbox on the Journal Header. Certain users will have the ability to enter journals to the GAAPACTUAL and FEDSACTUAL ledgers, as needed. The State of Georgia has elected to establish the following detail ledger groups:

ACTUALS – Actuals Ledger Group

ALLOT – Allotment Ledger Group

ALLOT_REQ – Allotment request Ledger Group

APPROP – Appropriation Ledger Group

BD_ACTUALS – Current Year Budget Actuals

CONTROL – Control Budget Staging

FORECAST – Forecast Budget

GFAAG – General Fixed Asset Account Group

GLTDAG – General Long-Term Debt Account Group

ORG – Organization Ledger Group

PROJ_GRT – Project Grant Ledger Group

REVEST - Revenue Estimate Ledger Group

Input to Process

Detail Ledger Group Change Request is written up, signed, assigned an identifier and approved. The Detail Ledger Group is then created in PeopleSoft.

Output of Process

New Detail Ledger Group is created and is accessible for journal processing. New Detail Ledger Groups will only be created when a new business unit is created or a new group is required for reporting purposes.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Detail Ledger Group

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Request a new Detail Ledger Group A ledger group creation request can come from a variety of sources, including an agency, regulatory board, legislature, etc. The request, however, must be made directly to the Department of Audit for review and action. Once approved by audit, the request will be forwarded to FSS for input.	Centralized
Step 2: Create identifiers for your new Detail Ledger Group Enter the SetID and name for the Detail Ledger Group you wish to create. The SetID should be equal to the business unit for the detail ledger group you are creating.	Centralized

	Centralized
Step 3: Define the Detail Ledger Group	

Enter a short description to identify your detail ledger. PeopleSoft uses the short description on panels and online inquiries with limited display space. The short description field is a thirty (30) character field.

Select a Ledger Template from the prompt box provided. This template ensures that all ledgers in the group have a common physical structure. The following detail ledger templates are available for use:

- Controlled Budget Detailed Ledger – Used for the following ledgers

  ❑ ALLOT – Allotment Budget Ledger

  ❑ APPROP – Appropriation Budget Ledger

  ❑ ORG – Organization Budget Ledger

  ❑ PROJ_GRT – Project_Grant Budget Ledger

  ❑ REVEST – Revenue Estimate Budget Ledger

- Standard Detail Ledger – Used for the following ledgers:

  ❑ ACTUALS – Detail Actuals Ledger

  ❑ GAAPACTUAL – Actuals Ledger – GAAP Basis

  ❑ FEDSACTUAL – FEDS Actual Ledger

  ❑ GLTDAAG – General Long-Term Debt Account Group

  ❑ GFAAG – General Fixed Asset Account Group

- Standard Budget Detail Ledger – Used for the following ledgers:

  ❑ BD_ACTUALS – Current Year Budget Actuals

  ❑ FORECAST – Forecast Budget

- BD Projects Detail Ledger - Used for Project Budgets

- Project Detail Ledger – Used for Project Ledgers

These values are delivered and are used for mapping to which records transactional data will be written.

Select a Ledger Group Type from the drop down menu. This feature enables you to establish the number and type of ledgers you will have in the group. The available options are as follows:

- Average Daily Balance (ADB) – Stores the daily balances for the ledger for which Average Daily Balances have been activated.

- Budget – Each of the five controlled budget types (appropriation, allotment, revenue estimate, organization, and project/grant) must have its own ledger and ledger group. Only one ledger can be in a ledger group, and the name of the ledger must match the name of the ledger group. For these budget types, you only have a single, primary ledger in the group, and you may give your ledger a different base currency than might be defined at the business unit level.

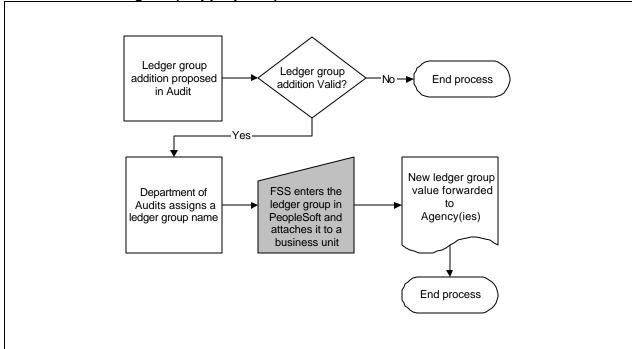|	Centralized
• Standard – For a Standard ledger, you can have one primary ledger and zero to nine secondary ledgers. • Translation – Currency translation only creates journals to a ledger group defined as a Translation. Other adjustment journals are allowed to this ledger Translation and ADB ledger groups may have only a primary ledger; secondary ledgers are not allowed. Turn on the Keep Ledgers in Sync option as necessary. When turned on, the system posts a journal entry to *all* ledgers in the group. Otherwise the journal entry will post only to the ledger specified. The State of Georgia is not using Keep Ledgers in Sync at this time because journals will be required for GAAPACTUAL and FEDACTUAL ledgers that have no effect on the ACTUALS ledger. From the Ledger prompt box, select the first ledger you wish to include in the ledger group. Turn on the Primary Ledger check box if the ledger is a primary ledger. The primary ledger shares the base currency of the business unit and represents the functional currency of each country in which the business unit is located. You may only have one primary ledger per ledger group. In order to add subsequent secondary ledgers, press F7 from within the "Ledger" prompt box to insert a line. From the "Ledger" prompt list, select the secondary ledger that you wish to add. For example if you have selected ACTUALS for your primary ledger, the selections available to you will be ACTUALS, FEDSACTUAL, GAAPACTUAL, GFAAG, GLTDAG for a particular agency. These are Agency specific and will vary because not all agencies will have a FEDSACTUAL. Since you have chosen ACTUALS as your primary ledger, you cannot select it for your secondary ledger. The primary ledger checkbox will be grayed out when a line is inserted in order to prevent the addition of more than one primary ledger. You may set the remaining parameters for subsequent ledgers in the same manner as the primary ledger. For each ledger, turn on the Inherit Base Currency of Business Unit option if you want the selected ledger to use the base currency of the business unit for conversions. This feature adds the flexibility for sharing ledger groups across business units with different base currencies. If turned off, you can explicitly define the currency code for each ledger in the group using the Base Currency prompt box. In addition, you will need to specify the Exchange Rate Type Default and Override for your currency. The Exchange Rate Type Default is used for lines that are auto-generated. The auto-generated lines for the secondary ledgers in the group use the same exchange rate as the primary ledger. In cases where no exchange rate type exists for the primary ledger the system uses the default type. To specify an exchange rate type that should always be used for secondary lines, specify an Override value. Instead of defaulting to the value used for primary lines, the system uses the Override rate type you specify. For online journals, you can override any rate or rate types for any ledger in the group.	
The State of Georgia has elected not to use multiple currencies at this	

Step 4: Save the ledger group	Centralized
The ledger group is now saved.	
Step 5: Attach the ledger group to the appropriate business unit	Centralized
Using GL – 23 "Creating Ledgers for a Unit," add the ledger group to your business unit.	

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Detail Ledger Group\Detail Ledger Group Change Request.doc

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested